

Meeting Minutes

RCVD MARION TOWN CLERK
2022 FEB 2 AM 10:33

Subject	Marion Fireworks	Date	01/13/22
Meeting Organizer	Fireworks Committee	Time: Start	7:00 PM
Location	Zoom call	Time: End	8:00 PM
Attendees: Required	David Brissette (DB), Pam Cook (PC), Wendy Rocha (WR), Tangi Thomas (TT), Derek Tiago (DT), Cameron Van der Veer (CV)		
Meeting Purpose (reason for meeting and intended outcomes)	Event Planning		

Topics - (Prepare before meeting)

No.	Description	Facilitator	Involvement (Information or Input)
1.	Approval of meeting minutes	WR	All
2.	Nomination of officers: (clerk, etc.)	WR	All
3.	Update on funds received to date	WR	All
4.	Update on sponsorship levels	PC and DT	All
5.	Update on mailer	All	All
6.	Update on alerts, flyers, marketing	CV and TT	All
7.	Targeted corporate sponsors	All	All
8.	Proposed events and timing	All	All
9.	Schedule to pull permits	WR	All
10.	Bid schedule	WR	All
11.	Update on on-line platform	WR and CV	All
12.	Next meeting date	WR	All

Resulting Action Items - (Develop during meeting)

No.	Description	Responsible	Date Due	Status
1.	Nominations for chair for next meeting	All	01/20/22	
2.	Financial balances to be reviewed	WR	01/20/22	
3.	Sponsorship levels to be reviewed and updated	PC and DT	01/20/22	
4.	Mailers: Reach out to town on mailers; procedure on printing; confirm who to make check out to; labels/stamps, etc.	WR	01/20/22	
5.	Update alerts (marketing)	TT and CV	On-going	
6.	Divide sponsors – add to list	CV	01/18/22	
7.	Prepare initial list of events and timing; ideas on how to use events for advertisement for sponsors	DT, CV	01/20/22	
8.	Permits	WR	01/24/22	
9.	Collect info on bid and procedures from town	WR	01/20/22	
10.	On-line platform discussions with Town and internal	WR	On-going	
11.	Next meeting date: 1/20 @ 7:00 PM	All	01/20/22	
12.	Update on sign	Cam to reach-out	01/20/22	
13.	Decide on date for fireworks	All	01/20/22	

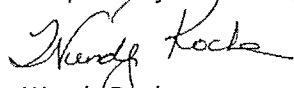
Meeting Notes - (Develop during meeting)

No.	Description
1.	Meeting minutes to be recorded going forward; minutes have not been recorded to date and will be initiated at this meeting.
2.	Nominations for co-chairs: WR, CV; responsibilities for clerk and treasurer suggested to be divided amongst committee. Official nominations and votes to occur at next meeting.

Meeting Notes - (Develop during meeting)	
No.	Description
3.	Judy Mooney (Town Finance Directory) out of town through 01/18/22; WR to set up meeting next week to have update for next meeting.
4.	Sponsorship levels – needs to be revisited; discussions of reaching out to potential corporate sponsors to see interest. CV to generate list for distribution, all members to divide list for contacts.
5.	WR to reach out to Town on procedure on mailing logistics (copies, stamps, labels, etc.)
6.	TT and CV to keep marketing active; with updates on social media and prints through town
7.	Targeted list of sponsors – adv, visibility – could we use events; can we add fb for ads too (with logo). All members to reach out to assigned contacts to inquire on interest and level sponsors are looking for.
8.	DT and CV to prepare list of events and timing. Potential ideas: paint night, golf tournament, spring concert, food trucks (spring fest), fun run. Ideas on how we can we use some of these events for advertisement for sponsors.
9.	Permits – WR to reach out to Town Harbormaster (Isaac Perry) to pull permits with USCG
10.	Bid schedule – WR to reach out to Town administrator regarding setting up bid package
11.	CV stated that the Town (Judy) indicated that we need certain tax exemption (state not prepared at this time); suggestions to research internally on experience and personal logistics.
12.	Next meeting date scheduled for 01/20/22; WR to prepare agenda 01/20/22 and minutes for meeting 01/13/22
13.	Sign – Cam to reach out to Marion Rec (Scott Tavares) ...may be with Council of Aging?
14.	Potential Date for fireworks: 7/3/22

The above notes are a summary of the items discussed at this meeting for everyone's information and use. If you find any errors, or wish to add anything to these notes, please let me know.

Respectfully submitted,



Wendy Rocha
Co-Chair